

AMERICAN CONSULATE GENERAL
HAMILTON BERMUDA

ANNOUNCEMENT NUMBER 14-03

OPEN TO: All Interested Candidates

POSITION: Security Coordinator – FSN 8; FP-*

OPENING DATE: July 29, 2014

CLOSING DATE: August 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/MOH/NOR:** US\$ p.a. (Starting salary)
(Position Grade: FP-BB to be confirmed by Washington)

*Ordinarily Resident: BD\$72,462 p.a. (Approximate Starting salary)
(Position Grade: FSN-8)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN BERMUDA AND HAVE 'PERMISSION TO SEEK EMPLOYMENT PERMIT' TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Hamilton, Bermuda is seeking an individual for the position of **SECURITY COORDINATOR** in the Security Section.

BASIC FUNCTION OF POSITION:

Under the Post Security Officer, successful applicant will be responsible for all unclassified aspects of physical security at the consulate General office facilities and residential properties. Successful applicant will manage all aspects of the local guard force, both at the Consulate Office Building and at the Consul General's Residence.

A copy of the complete position description listing all duties and responsibilities is available on the Consulate website at <http://hamilton.usconsulate.gov>

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Completion of Police College and/or other law enforcement education.
2. Five years police work or related military or civilian investigative capacity with supervisory experience.
3. Must possess valid Bermuda Driving Licence at Intermediate Light Truck and Private Car level (4).

4. Computer skills required – competent with Microsoft Office Suite, Internet and Outlook.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested candidates for this position should submit the following:

1. Application for Federal Employment (DS-1950); or
2. A current resume or a curriculum vitae that provides the same information as a DS-1950;
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resource Office
Attention: Mrs. Raynae Fleming
P.O. Box HM 325
Hamilton HM BX

E-mail address: HamiltonHR@state.gov
Fax: 441-296-9233

POINT OF CONTACT

Mrs. Raynae Fleming
Telephone: 441-295-1342 x234
Fax: 441-296-9233

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently

assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS,GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 20, 2014
An Equal Opportunity Employer